



TOWN OF LAKE PARK:

P/T Library Assistant I. Under the administrative direction of the Library Director, responsible for checking in and checking out library materials in the customer service area, collecting fines for overdue books and materials, and assisting patrons in locating materials. Also, responsible for shelving books and other library materials and performing circulation functions at the Circulation Desk, and performing basic clerical activities in support of all library services. Must have a high school diploma, or equivalent, or be enrolled in an accredited high school. Basic computer and Internet skills are required. Previous experience working in a library or as a library volunteer is preferred. Must be able to work a varied work schedule as needed including some evenings and Saturdays. Pay range \$11.14 to \$16.68 per hour. **Deadline for Receipt of Applications: April 24, 2015 or until the position is filled.** Applications may be obtained from and must be submitted directly to the Human Resources Department, Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida 33403. All applicants shall be subject to a criminal background check. Application forms may be downloaded from the Town's website at www.lakeparkflorida.gov. Applications will not be accepted by fax or by email. Phone: 561-881-3300. An Equal Opportunity Employer.

April 10, 2015